

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: April 20, 2005

Division: Management Services

Bulk Item: Yes ☒ No ☐

Department: Administrative Services

Staff Contact Person: David P. Owens

AGENDA ITEM WORDING: Approval to apply for Residential Substance Abuse Treatment Grant and for the Mayor, Chief Financial Officer, and Grants Administrator to sign the application and related certifications and attachments, and complete the grant application online at the Florida Dept. of Law Enforcement website.

ITEM BACKGROUND: Federal funds are provided through the Florida Dept of Law Enforcement to implement the Residential Substance Abuse Treatment Program for inmates in correctional institutions with six to twelve months remaining on their sentence. This grant is currently used to fund the Jail Incarceration Program, administered by the Care Center for Mental Health at the Detention Center on Stock Island. This will be the fourth year of grant funding for the program.

PREVIOUS RELEVANT BOCC ACTION: Approval to apply past three years; approval of contracts with FDLE and Care Center for Mental Health past three years.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: max. grant is \$50,000.00

BUDGETED: Yes ☒ No ☐

COST TO COUNTY: match would be up to \$16,667.00

SOURCE OF FUNDS: Fine and Forfeiture Fund – ad valorem taxes.

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☒ OMB/PURCHASING ☐ RISK MANAGEMENT ☐

DIVISION DIRECTOR APPROVAL: _____

Sheila A. Barker
Sheila A. Barker

DOCUMENTATION: INCLUDED: ☒ NOT REQUIRED: ☐

DISPOSITION: _____

AGENDA ITEM #: _____

RESOLUTION NO. _____ - 2005

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF MONROE COUNTY,
FLORIDA AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
FLORIDA DEPARTMENT OF LAW ENFORCEMENT FOR THE FY05/06 RESIDENTIAL
SUBSTANCE ABUSE TREATMENT FOR PRISONERS HELD IN LOCAL
CORRECTIONAL FACILITIES GRANT PROGRAM

WHEREAS, the Florida Department of Law Enforcement has announced the FY05/06 funding cycle of the Residential Substance Abuse Treatment Grant Program; and

WHEREAS, the Monroe County Board of Commissioners wishes to continue the residential treatment program currently in place at the Monroe County Detention Center, using funds allocated to Monroe County in an amount not to exceed fifty-thousand and no/100 (50,000.00) dollars plus a 25% cash match requirement not to exceed sixteen thousand, six hundred, sixty-seven and no/100 (16,667.00) dollars, now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, that:

1. The Mayor, Chief Financial Officer, Grants Administrator, and County Administrator are hereby authorized to sign and submit the application packet and complete the online application for the FY05/06 grant funds to the Florida Department of Law Enforcement; and that
2. This resolution shall become effective immediately upon adoption by the Board of County Commissioners and execution by the Presiding Officer and Clerk.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 20th day of April, A.D., 2005.

Mayor Spehar _____
Mayor Pro Tem McCoy _____
Commissioner Neugent _____
Commissioner Rice _____
Commissioner Nelson _____

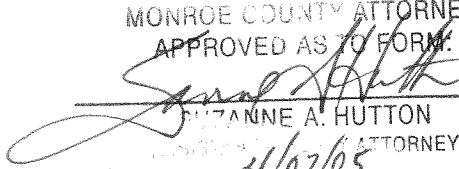
(Seal)

Monroe County Board of Commissioners

Attest: _____
Clerk of Court

By: _____
Mayor

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:


SUZANNE A. HUTTON
ATTORNEY
Date 4/07/05



Florida Department of
Law Enforcement

Guy Tunnell
Commissioner

Office of Criminal Justice Grants

Mailing Address:
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308
(850) 410-8700

April 1, 2005

The Honorable Dixie Spehar
Mayor, Monroe County
Board of Commissioners
530 Whitehead Street
Key West, Florida 33040

Dear Mayor Spehar:

The Florida Department of Law Enforcement (FDLE) is pleased to announce the availability of funds under the Residential Substance Abuse Treatment (RSAT) program. Funds will be awarded only to Boards of County Commissioners within the State of Florida to implement substance abuse treatment programs in state and local facilities.

The funds available under this Notice of Funding Availability (NFA) total \$250,000. The maximum award per subgrantee is \$50,000. Each award must be matched in cash in an amount no less than 25 percent of the total program cost. Subject to funding availability, models which are successfully implemented, will be eligible to receive another award in an equal amount for one additional year. A copy of this package has been mailed to the attention of the jail administrator (or member of their staff) whose name appears at the bottom of this letter. Subgrant applications must be received by the FDLE by **May 15, 2005**, no later than 5:00 p.m. Eastern Standard Time in order to be eligible. Applications received after the date specified above will not be considered.

Awards will be based on evaluation using the scoring document enclosed. Also enclosed are "Frequently Asked Questions," provided as a tool to assist jail administrators in the development of the application for funding.

Recipients must apply on-line using FDLE's new grant management system, Subgrant Information Management On-Line (SIMON). In addition to the on-line submission, recipients must submit two hard copies (with original signatures) of the subgrant application to the Office of Criminal Justice Grants no later than **May 15, 2005**.

SIMON can be accessed at <http://simon.fdle.state.fl.us>. The following steps should be taken prior to completion of an application:

1. The Project Director is typically responsible for the administration of the subgrant activities and; therefore, should create a user account for the Chief Official, Chief Financial Officer, as well as themselves for submission of the application. Users will then receive an email containing the username and password. These are computer generated and only the

- person whose email address appears in the request will receive the username and password. The user may now proceed to the next step.
2. Enter the Subgrantee Organization and Implementing Agency (if different from the subgrantee) into SIMON. User will receive an email approving the Organization(s) and may now proceed to the next step.
 3. The Project Director should then modify or request permission to fill out an application. Email notification will be sent approving the applicants' request and granting clearance to proceed with the application itself.

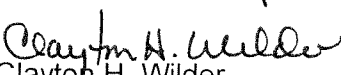
Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that these steps be taken as soon as possible.

Application completion will require an "Announcement Code" which is a security feature allowing access to the application. The Announcement Code is RSAT2006. Application completion will not be possible without this Code. A user manual is available on the website. The project start date is July 1, 2005. The project end date is June 30, 2006. In addition, two hard copies of the application must be submitted (both with original signatures) to:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

A detailed user manual, complete with screen shot examples, can be found on the website. Please read this manual **before** beginning the application process in SIMON. Please refer to the manual before calling for assistance. For technical assistance with SIMON not provided in the user manual you may contact Heather Gilbreath heathergilbreath@fdle.state.fl.us at (850) 410-8700. Otherwise please feel free to call either Susan Adams or myself at (850) 410-8700.

Sincerely,


Clayton H. Wilder
Community Program Administrator
Office of Criminal Justice Grants

Enclosures

CC: Major Tommy Taylor, Administrator
Mr. David Owens, Grant Administrator

CHW/sa/dh